

28 September 1973

MEMORANDUM FOR: Office Directors and Staff Chiefs

SUBJECT : Correspondence with the National Security Council

STATINTL

1. The Executive Secretary has requested that the DDI review and report on his Directorate's handling of correspondence with the National Security Council. Please send your responses to [redacted] no later than close of business Thursday, 11 October.

2. The DDI's response will cover both what we send and how we send it:

A. What we send will include

- a listing by title of periodic publications; and
- a listing by category (IM, IR, etc) of non-periodic publications and memoranda.

B. How we send these to NSC will include

- the mechanics of delivery (via LDX, through Executive Secretariat, special or regular courier, etc); and

--release authority:

- .by whom must memos addressed to Kissinger be released? (DCI, DDI, Office Director/Staff Chief?)
- .to Scowcroft?
- .to other NSC staffers (Division Chief, Branch Chief, Analyst?)

3. Sections 2A and 2B should be done separately if convenient--there is no need to list release authority and delivery for each periodic pub or for each type of non-periodic pub unless the release and delivery is different from that of others in the same category.

4. For CRS: Please include the handling of NSC requests received by Document Library.